

Board of Adjustment (BOA)

[All BOA cases require plan review]

2014

Deadline ¹	Deadline ²	Deadline ³	Deadline ⁴	Meeting Date	Deadline ⁶
(Plan Review - 30 days out) (Mondays)	Boards/Comm (Mondays)	Posting (Thursdays)	Packets (Thursdays b4)	(1st Wednesday)	Results
December 2	December 16	December 19	December 26	January 2*	January 3
January 6	January 20	January 23	January 30	February 5	February 6
February 3	February 17	February 20	February 27	March 5	March 7
March 3	March 17	March 20	March 27	April 2	April 3
April 7	April 21	April 24	May 1	May 7	May 8
May 5	May 19	May 22	May 29	June 4	June 5
June 2	June 16	June 19	June 26	July 2	July 3
July 7	July 1	July 24	July 31	August 6	August 7
August 4	August 18	August 21	August 28	September 3	September 4
September 2*	September 15	September 18	September 25	October 1	October 2
October 6	October 20	October 23	October 30	November 5	November 6
November 3	November 17	November 20	November 26*	December 3	December 4
December 8	December 22	December 26	January 2	January 7	January 8

*Due to holiday

¹ Deadline (by 1 PM) for **plan review**: permit application, plan review fee, 2 copies of submittal items (3 copies if commercial or multi-family project)

² Deadline (by 1 PM) for **Board/Commission submittal**: Boards & Commission application, Board/Commission review fee, CD/digital packet (if applicable; refer to Boards & Commission application for requirements), packets (refer to Boards & Commission application for quantity and packet submittal items)

³ Deadline for **posting**: post 1 agenda physically on City Hall bulletin board & 1 in front yard kiosk; email agenda to Marian to post to website; scan &/or package plan packets w/ pdf post card/cover notice (not floor plans) for Marian to post on website; email Marian w/ plans when ready to post in "Public Notices;" email agenda to Board/Commissioners & confirm attendance; create & post (Public Works) signs at case property (2 signs per property, 2-sided); create & mail post cards to notification radius properties; add prop addresses to Nathan's next-day inspection log to check on sign locations

⁴ Deadline for sending out **packets**: send out packets to Board/Commissioners; email agenda & staff reports to applicant/applicant representative & confirm attendance

⁶ Deadline for **results**: type up actions from meeting onto agenda ("Agenda - RESULTS"); if cases go onto CC for final review, state CC date on "Agenda - RESULTS;" email pdf of "Agenda - RESULTS" & approved minutes to Marian to post on website (with the plans previously posted to follow "Agenda - RESULTS"); update "Boards & Commission Logs" (S:\Boards, Commissions & City Council) with results; mail "Results Letters" to applicant(s); type minutes immediately if cases go onto CC for review; email to Chair to tentatively approve & sign (before CC packets deadline); record video/minutes & convert files

Architectural Review Board (ARB)

[Cases requiring plan review: Demolitions based on % calculation or w/ Compatibility Review; Commercial & Multi-Family]

2014

Deadline ¹	Deadline ²	Deadline ³	Deadline ⁴	Meeting Date	Results Deadline ⁶	Potential City Council Hearing
(Plan Review - 36 days out) (Mondays)	(Boards/Comm - 22 days out) (Mondays)	Posting (Thursdays)	Packets (Thursdays b4)	(3rd Tuesday)	Results	
December 16	December 30	January 2	January 16	January 21	January 22	January 27
January 13	January 27	January 30	February 13	February 18	February 19	February 24
February 10	February 24	February 27	March 13	March 18	March 19	March 24
March 10	March 24	March 27	April 10	April 15	April 16	April 28
April 14	April 28	May 1	May 15	May 20	May 21	May 27
May 12	May 27	May 29	June 12	June 17	June 18	June 23
June 9	June 23	June 26	July 10	July 15	July 16	July 23 T
July 14	July 28	July 31	August 14	August 19	August 20	August 25
August 11	August 25	August 28	September 11	September 16	September 17	September 22
September 15	September 29	October 2	October 16	October 21	October 22	October 27
October 13	October 27	October 30	November 13	November 18	November 19	November 24
November 10	November 24	November 26	December 11	December 16	December 17	December 22
December 15	December 29	January 1	January 15	January 20	January 21	January 26

*Due to holiday

T= Tentative due to budget workshops

¹ Deadline (by 1 PM) for **plan review**: permit application, plan review fee, 2 copies of submittal items (3 copies if commercial or multi-family project)

² Deadline (by 1 PM) for **Board/Commission submittal**: Boards & Commission application, Board/Commission review fee, CD/digital packet (if applicable; refer to Boards & Commission application for requirements), packets (refer to Boards & Commission application for quantity and packet submittal items)

³ Deadline for **posting**: post 1 agenda physically on City Hall bulletin board & 1 in front yard kiosk; email agenda to Marian to post to website; scan &/or package plan packets w/ pdf post card/cover notice (not floor plans) for Marian to post on website; email Marian w/ plans when ready to post in "Public Notices;" email agenda to Board/Commissioners & confirm attendance; create & post (Public Works) signs at case property (2 signs per property, 2-sided); create & mail post cards to notification radius properties; create & email City Council agenda captions (cases requiring CC final review/approval) to Jennifer; add prop addresses to Nathan's next-day inspection log to check on sign locations; email Pat & Mark M w/ prop addresses of full demo-to-ground cases to identify sewer issues

⁴ Deadline for sending out **packets**: send out packets to Board/Commissioners; email agenda & staff reports to applicant/applicant representative & confirm attendance

⁶ Deadline for **results**: type up actions from meeting onto agenda ("Agenda - RESULTS"); if cases go onto CC for final review, state CC date on "Agenda - RESULTS;" email pdf of "Agenda - RESULTS" & approved minutes to Marian to post on website (with the plans previously posted to follow "Agenda - RESULTS"); update "Boards & Commission Logs" (S:\Boards, Commissions & City Council) with results; mail "Results Letters" to applicant(s); type minutes immediately if cases go onto CC for review; email to Chair to tentatively approve & sign (before CC packets deadline); record video/minutes & convert files

Architectural Review Board (ARB)

[Cases not requiring plan review: Signs & Preliminary Design Review]

2014

Deadline ²	Deadline ³	Deadline ⁴	Meeting Date	Results Deadline ⁶	Potential City Council Hearing
(Boards/Comm - 22 days out) (Mondays)	Posting (Thursdays)	Packets (Thursdays b4)	(3rd Tuesday)	Results (following business day)	
December 30	January 9	January 16	January 21	January 22	January 27
January 27	February 6	February 13	February 18	February 19	February 24
February 24	March 6	March 13	March 18	March 19	March 24
March 24	April 3	April 10	April 15	April 16	April 28
April 28	May 8	May 15	May 20	May 21	May 27
May 26*	June 2	June 12	June 17	June 18	June 23
June 23	July 3	July 10	July 15	July 16	July 23 T
July 28	August 7	August 14	August 19	August 20	August 25
August 25	September 4	September 11	September 16	September 17	September 22
September 29	October 9	October 16	October 21	October 22	October 27
October 27	November 6	November 13	November 18	November 19	November 24
November 24	December 4	December 11	December 16	December 17	December 22
December 29	January 8	January 15	January 20	January 21	January 27
*Due to holiday				T= Tentative due to budget workshops	

² Deadline (by 1 PM) for **Board/Commission submittal**: Boards & Commission application, Board/Commission review fee, CD/digital packet (if applicable; refer to Boards & Commission application for requirements), packets (refer to Boards & Commission application for quantity and packet submittal items)

³ Deadline for **posting**: post 1 agenda physically on City Hall bulletin board & 1 in front yard kiosk; email agenda to Marian to post to website; scan &/or package plan packets w/ pdf post card/cover notice (not floor plans) for Marian to post on website; email Marian w/ plans when ready to post in "Public Notices;" email agenda to Board/Commissioners & confirm attendance; create & post (Public Works) signs at case property (2 signs per property, 2-sided; not for Sign cases); create & mail post cards to notification radius properties (not for Sign cases); add prop addresses to Nathan's next-day inspection log to check on sign locations

⁴ Deadline for sending out **packets**: send out packets to Board/Commissioners; email agenda & staff reports to applicant/applicant representative & confirm attendance

⁶ Deadline for **results**: type up actions from meeting onto agenda ("Agenda - RESULTS"); if cases go onto CC for final review, state CC date on "Agenda - RESULTS;" email pdf of "Agenda - RESULTS" & approved minutes to Marian to post on website (with the plans previously posted to follow "Agenda - RESULTS"); update "Boards & Commission Logs" (S:\Boards, Commissions & City Council) with results; mail "Results Letters" to applicant(s); type minutes immediately if cases go onto CC for review; email to Chair to tentatively approve & sign (before CC packets deadline); record video/minutes & convert files

Planning & Zoning Commission (P&Z)

2014

Deadline ²	Deadline ⁵	(Publication Date)	Deadline ³	Deadline ⁴	Meeting Date	Deadline ⁶	Potential City Council Hearing
(Boards/Comm - 35 days out)	Newspaper**	Newspaper posted	Posting	Packets		Results	
(Mondays)	(Thursdays - Mondays latest to get to JR)	(Thursdays)	(Thursdays)	(Thursdays b4)	(1st Monday)	(following business day)	
December 2	December 19	December 26	December 26	January 2	January 6	January 7	January 13
December 30	January 16	January 23	January 23	January 30	February 3	February 4	February 10
January 27	February 13	February 20	February 20	February 27	March 3	March 4	March 10
March 3	March 20	March 27	March 27	April 3	April 7	April 8	April 14
March 31	April 17	April 24	April 24	May 1	May 5	May 6	May 12
April 28	May 15	May 22	May 22	May 29	June 2	June 3	June 9
June 2	June 19	June 26	June 26	July 3	July 7	July 8	July 9 T
June 30	July 17	July 24	July 24	July 31	August 4	August 5	August 11
July 28	August 14	August 21	August 21	August 28	September 2	September 3	September 8
September 2	September 18	September 25	September 25	October 2	October 6	October 7	October 13
September 29	October 16	October 23	October 23	October 30	November 3	November 4	November 10
October 27	November 13	November 20	November 20	November 26	December 1	December 2	December 8
December 1	December 18	December 24	December 24	December 31	January 5	January 6	January 12

*Due to holiday

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**Re-Zoning and SUP requests only. (Replat does NOT require newspaper posting)

² Deadline (by 1 PM) for **Board/Commission submittal**: Boards & Commission application, Board/Commission review fee, CD/digital packet (if applicable; refer to Boards & Commission application for requirements), packets (refer to Boards & Commission application for quantity and packet submittal items)

³ Deadline for **posting**: post 1 agenda physically on City Hall bulletin board & 1 in front yard kiosk; email agenda to Marian to post to website; (if applicable...) scan &/or package plan packets w/ pdf post card/cover notice (not floor plans) for Marian to post on website; email Marian w/ plans when ready to post in "Public Notices;" email agenda to Board/Commissioners & confirm attendance; create & post (Public Works) signs at case property (2 signs per property, 2-sided); create & mail post cards to notification radius properties; create & email City Council agenda captions (cases requiring CC final review/approval) to Jennifer; add prop addresses to Nathan's next-day inspection log to check on sign locations

⁴ Deadline for sending out **packets**: send out packets to Board/Commissioners; email agenda & staff reports to applicant/applicant representative & confirm attendance

⁵ Deadline for submitting **newspaper caption**: create caption & email to Jennifer to post (by Thursday before publication date for North Central News; [check with Jennifer on news deadlines; items run on a space-available basis](#))

⁶ Deadline for **results**: type up actions from meeting onto agenda ("Agenda - RESULTS"); if cases go onto CC for final review, state CC date on "Agenda - RESULTS;" email pdf of "Agenda - RESULTS" & approved minutes to Marian to post on website (with the plans previously posted to follow "Agenda - RESULTS"); update "Boards & Commission Logs" (S:\Boards, Commissions & City Council) with results; mail "Results Letters" to applicant(s); type minutes immediately if cases go onto CC for review; email to Chair to tentatively approve & sign (before CC packets deadline); record video/minutes & convert files

City Council

[License(s) for Use/Enclosure(s) of Right-of-Way]

2014

Deadline	Deadline ⁵	(Publication Date)	Deadline ³	Deadline ⁴	Meeting Date
Boards/Comm	Newspaper	Newspaper posted	Posting	Packets	
(Mondays) (3 wks ahead mtg)	(Thursdays - Mondays latest to get to JR)	(Thursdays)	(14 days)	(Wednesdays b4)	(2nd & 4th Mondays)
December 23	December 19	December 26	December 27	January 8	January 13
January 6	January 2	January 9	January 10	January 22	January 27
January 20	January 16	January 23	January 24	February 5	February 10
February 3	January 30	February 6	February 7	February 19	February 24
February 17	February 13	February 20	February 21	March 5	March 10
March 3	February 27	March 6	March 7	March 19	March 24
March 24	March 20	March 27	March 28	April 9	April 14
April 7	April 3	April 10	April 11	April 23	April 28
April 21	April 17	April 24	April 25	May 7	May 12
May 6	May 2	May 9	May 10	May 22	May 27
May 19	May 15	May 22	May 23	June 4	June 9
June 2	May 29	June 5	June 6	June 18	June 23
June 18	June 14	June 21	June 22	July 4	July 9 T
July 2	June 28	July 5	July 6	July 18	July 23 T
July 21	July 17	July 24	July 25	August 6	August 11
August 4	July 31	August 7	August 8	August 20	August 25
August 18	August 14	August 21	August 22	September 3	September 8
September 1	August 28	September 4	September 5	September 17	September 22
September 22	September 18	September 25	September 26	October 8	October 13
October 6	October 2	October 9	October 10	October 22	October 27
October 20	October 16	October 23	October 24	November 5	November 10
December 2	November 28	December 5	December 6	December 18	December 23
December 23	December 19	December 26	December 27	January 8	January 13

*Due to holiday

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⁴ Deadline for sending out **packets**: send out packets to Board/Commissioners; email agenda & staff reports to applicant/applicant representative & confirm attendance

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City Council

[Closure/Abandonment/Vacation of Right-of-Way]

2014

Deadline	Deadline ⁵	(Publication Date)	Deadline ³	Deadline ⁴	Meeting Date
Boards/Comm	Newspaper	Newspaper posted	Posting	Packets	
(Mondays) (4 wks ahead mtg)	(Thursdays - Mondays latest to get to JR)	(Thursdays)	(21 days)	(Wednesdays b4)	(2nd & 4th Mondays)
December 16	December 12	December 19	December 23	January 8	January 13
December 30	December 26	January 2	January 6	January 22	January 27
January 13	January 9	January 16	January 20	February 5	February 10
January 27	January 23	January 30	February 3	February 19	February 24
February 10	February 6	February 13	February 17	March 5	March 10
February 24	February 20	February 27	March 3	March 19	March 24
March 17	March 13	March 20	March 24	April 9	April 14
March 31	March 27	April 3	April 7	April 23	April 28
April 14	April 10	April 17	April 21	May 7	May 12
April 29	April 25	May 2	May 6	May 22	May 27
May 12	May 8	May 15	May 19	June 4	June 9
May 26	May 22	May 29	June 2	June 18	June 23
June 11	June 7	June 14	June 18	July 4	July 9 T
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August 25	August 21	August 28	September 1	September 17	September 22
September 15	September 11	September 18	September 22	October 8	October 13
September 29	September 25	October 2	October 6	October 22	October 27
October 13	October 9	October 16	October 20	November 5	November 10
October 27	October 23	October 30	November 3	November 19	November 24
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November 24	November 20	November 27	December 1	December 17	December 22

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